



The Gazette of Meghalaya

PUBLISHED BY AUTHORITY

No. 51

Shillong, Thursday, December 26, 2019

5th Pausa, 1941 (S. E.)

Separate paging is given on this part in order that it may be filed as a separate compilation.

PART-IIA

GOVERNMENT OF MEGHALAYA

NOTIFICATION

The 26th September, 2019.

No.TOURISM 32/2008/Vol-II. - In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Meghalaya is pleased to make the following Rules regulating the recruitment and the conditions of Service of persons appointed to the Food Craft Service of Meghalaya.

1. **Short Title and Commencement:-**

- (1) These Rules may be called "The Meghalaya Food Craft Service Rules".
- (2) They shall come into force from the date of this notification.

2. **Definition:-**

In these Rules unless there is anything repugnant in the subject or context:-

- (a) "Appointing Authority" means (1) The Governor of Meghalaya in respect of the Gazetted posts.
- (2) The Head of Department in respect of the Non-Gazetted posts.
- (b) "Commission" means the Meghalaya Public Service Commission.
- (c) "Committee" means the Departmental Promotion Committee constituted under Rule 8.
- (d) "Government" means the Government of Meghalaya.
- (e) "Governor" means the Governor of Meghalaya.
- (f) "Member of the Service" means a member of the Meghalaya Food Craft Service.
- (g) "Service" means the Meghalaya Food Craft Service.
- (h) "Rules" means the Meghalaya Food Craft Service Rules.
- (i) "State" means the State of Meghalaya.
- (j) "Year" means the Calendar Year.

3. **Constitution of the Service:-** There shall be constituted a Service to be known as the Meghalaya Food Craft Service consisting of the following persons, namely:-
- (1) Persons appointed to different posts in the Service before the commencement of these Rules.
 - (2) Persons appointed to different posts in the Service in accordance with the provisions of these Rules.
4. **Composition of the Service:-** (1) The Service shall consist of the following grades and posts-
- (i) Grade I - Principal
 - (ii) Grade II - (i) Senior Lecturer-*cum*-Senior Instructor.
(ii) Lecturer-*cum*-Instructor.
(iii) Assistant Lecturer-*cum*-Assistant Instructor.
- (2) Each of the categories of posts in clause, (i) and (ii) of Sub-rule (1) shall form an independent cadre. Members of the lower cadre shall have no claim for appointment to any of the higher cadre except in accordance with the provisions made in these Rules.
5. **Status:-** The status of members of the Service shall be Gazetted and Non Gazetted.
6. **Strength of the Service:-** (1) The strength and composition of the Service shall be such as may be determined by the Governor from time to time.
- (2) At the commencement of these Rules, the strength of the Service and posts therein shall be as shown in Schedule.
7. **Method of Recruitment:-**
- (1) **Principal** - Appointment to the post of Principal shall be made by promotion from amongst the Senior Lecturer-*cum*-Senior Instructor possessing qualification and experience as specified in Schedule II.
- (2) **Senior Lecturer-*cum*-Senior Instructor** - Appointment to the post of Senior Lecturer-*cum*-Senior Instructor shall be made by promotion from amongst the Lecturer-*cum*-Instructor possessing qualification and experience as specified in Schedule II.
- (3) **Lecturer-*cum*-Instructor** - Appointment to the post of Lecturer-*cum*-Instructor shall be made by promotion from amongst the Assistant Lecturer-*cum*-Assistant Instructor possessing qualification and experience as specified in Schedule II.
- Provided that if no suitable person (s) is/are available for promotion to the post(s) mentioned under sub-rule (1), (2) and (3) above, the same shall be filled up by direct recruitment on the result of the examination to be conducted by the MPSC from amongst the candidates possessing qualification as specified in Schedule II.
- (4) **Assistant Lecturer-*cum*-Assistant Instructor** - Appointment to the post of Assistant Lecturer-*cum*-Assistant Instructor shall be made by direct recruitment on the result of the examination to be conducted by the MPSC from amongst the candidates possessing qualification as specified in Schedule II.
8. **Department Promotion Committee:-** (1) For the purpose of appointment by promotion under Rule 7 there shall be a Department Promotion Committee consisting of the following members:-

- | | |
|--|---------------------|
| I. Chief Secretary | - Chairman. |
| II. Principal Secretary/Commissioner & Secretary/Secretary (Tourism Department) | - Member Secretary. |
| III. Principal Secretary/Commissioner & Secretary/Secretary/Additional Secretary Personnel & A.R. Department | - Member. |
| IV. Principal Secretary/Commissioner & Secretary Finance. | - Member. |

(2) The Committee may invite any other person to attend its meetings if and when considered necessary.

9. Procedure for preparing the Select Lists:- (1) At the beginning of each year the Appointing Authority shall refer to the Committee, the approximate number of vacancies likely to occur in each grade of the service during the year. To enable the Committee to prepare the Lists for promotion to those grades, the Appointing Authority shall furnish the Committee with the following documents, namely:-

- (i) A list of the members of the Service drawn up in order of Seniority and consisting three times the number of vacancies referred to in sub-rule (I);

Provided that such restriction shall not apply in respect to post where the total number of eligible person is less than three times the number of vacancies and in such a case the Committee shall consider all the eligible persons.

- (ii) The Character Rolls and Service Records of such persons.
- (iii) Any other document and information as may be considered necessary by the Appointing Authority or required by the Committee.

(2) The Committee after examining the Character Rolls, Service Records and other documents in respect of all such persons, shall prepare a list based on seniority with due regard to merit and suitability. The number of persons to be included in the list shall be according to the actual number of vacancies available at the particular grade. The list shall be forwarded by the Committee to the Appointing Authority.

(3) The Names of persons in the list shall be "placed in order of preference for promotion. In every case where a junior member is selected in preference to his seniors the Committee shall record in writing the reasons for doing so.

(4) For the purpose of appointment by promotion under sub-rules (1), (2) and (3) of Rule 7, the Appointing Authority shall consider the list prepared by the Committee along with the Character Rolls and Service Records and other documents in respect of each person in the list and unless he considers that any change is necessary, approve the list. If the Appointing Authority considers it necessary to make any change in the list received from the Committee, he shall inform the Committee of the changes proposed and after taking into account the comments if any, of the Committee, approve the said list finally with or without modification as may in his opinion to be just and proper.

(5) The list as approved under sub-rule (4) above shall form the select list for the purpose of appointment by promotion under sub-rules (1), (2) and (3) of Rule 7.

10. Consultation with the Commission:-

(1) The Appointing Authority shall forward the list prepared under Rule 9 to the Commission along with the Character Rolls, Service Records and other relevant documents in respect of each person in the list together with his comments, if any.

(2) The Commission shall consider the lists and documents referred to in sub-rule (1) and such other documents as it may have called for and unless it considers that any change is necessary approve the list.

(3) If the Commission considers it necessary to make any change in the list received from the Appointing Authority, it shall inform him of the change(s) proposed and after taking into account the comments, if any, of the Appointing Authority, approve the said list finally with or without modification as may in its opinion to be just and proper.

(4) The lists as approved by the Commission either under sub-rule (2) or sub-Rule (3) shall form the Select List for the purpose of appointment under sub-rule (1), (2) and (3) of Rule 7.

11. Validity of the Select List:- The Select List shall remain in force for a period of one year unless its validity is extended with the approval of the Commission.

Provided that such an extension shall not be for a total period exceeding six months.

Provided further that in the event of any great lapse in the conduct or performance of duties on the part of any person in the Select List, the Appointing Authority may, if he thinks fit, remove the name of such person from the Select List. The reason(s) for doing so shall be recorded in writing.

(2) The Committee shall meet once a year to review the Select List.

12. Direct Recruitment:- (1) Competitive Examination for direct recruitment under Rule 7 shall be held at such intervals as the Appointing Authority may, in consultation with the Commission from time to time determined. The date on which and place in which the examination shall be held, shall be fixed by the Commission.

(2) The examination shall be conducted by the Commission in accordance with such syllabus as the Appointing Authority may from time to time make in consultation with the Commission.

(3) Of the number of vacancies to be filled up on the result of each examination, there shall be reservation in favour of candidates belonging to Schedule Castes and Scheduled Tribes to the extent and subject to the conditions as the Government may from time to time prescribed.

(4) On the basis of the results of the Competitive Examination the Commission/Committee shall prepare a list of all successful candidates in order of merit, which shall be determined in accordance with the aggregate marks obtained by such candidate and if two or more candidates obtain equal marks, the Commission/ Committee shall arrange them in order of their relative merit which shall be determined in accordance with the general suitability of the candidates for appointment to the post. The number of persons to be included in the list shall be as according to the actual vacancies like to occur during the recruitment year.

The list shall be forwarded to the Appointing Authority.

(5) The inclusion of a candidate's name in the list confer no right to appointment unless the Appointing Authority is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respect for appointment to the post and that appointment to any post in the service is subjected to availability of vacancy.

13. Conditions of eligibility for appearing at the Competitive Examination:-

In order to be eligible to compete the examination for direct recruitment, a candidate must satisfy the following conditions namely:-

(1) **Nationality** - He must be a citizen of India.

(2) **Age** - He must have attained the age of 18 years and must not have exceeded the age of 27 years on the first day of the year in which the advertisement for the post is made.

Provided that in the case of candidate belonging to Scheduled Castes and Scheduled Tribes, the upper age limit will be subject to relaxation made by the Government from time to time.

(3) **Educational Qualification** - As laid down in the Schedule.

14. Disqualification for appointment to the Service:- (1) No person shall be appointed who, after such medical examination as the Government may prescribed, is not found to be in good mental or bodily health and free from any physical defect or infirmity which may render him unfit in the discharge of his duties.

(2) No person shall be appointed to the service who had been convicted for any offence involving moral turpitude.

(3) No person who has more than one spouse living shall be eligible for appointment to the Service:

Provided that the Governor may, if he is satisfied that there are special grounds for doing so, exempt any person from the operation of this sub-rule.

(4) No persons who attempts to enlist support for his candidature either directly or indirectly by any recommendation either written or oral or by any means, shall be appointed to the Service.

15. Appointment to the Service:- (1) Appointment to any post in the Service under Rule 7 shall be made by the Appointing Authority and in respect of Gazetted post shall also be published in the Meghalaya Gazette.

(2) (i) Subject to the provisions of sub-rule (3) and (5) of Rule 12, appointment shall be made from time to time in the order in which the names of candidates appear in the Merit List prepared under sub-rule (4) of Rule 12.

(ii) A person appointed by direct recruit shall join within 15 days from the date of receipt of the order of appointment, failing which, and unless the Appointing Authority extend the period of joining, which shall not in any case exceed three months, the appointment shall be cancelled.

(3) Appointment under sub-rule (1), (2) and (3) of Rule 7 shall be made in the order in which the names of candidates appear in the Select List approved by the Commission under sub-rule (4) of Rule 10.

16. Probation:- Every person appointed to the Service under sub-rule (4) of Rule 7 shall be on probation for a period of 2 (two) years:

Provided that the period of probation may for good and sufficient reasons be extended by the Appointing Authority in any individual case by a period not exceeding 2(two) years:

Provided further that where a person appointed to the post in the Service could not be placed under probation for want of permanent vacancy, any period which he has rendered in a temporary capacity, may having regard to his performance be counted towards the period of probation.

17. **Department Examination and Training:-** (1) All officers who joined the Service prior to the commencement of these Rules and who have not passed all the papers of the Departmental Examination conducted by the Commission and/or have not undergone the training prescribed from time to time shall, appear at and pass all the papers of Departmental Examination and undergo successfully such prescribed training(s).

(2) Every person appointed to the Service after the commencement of these rules shall, during the period of probation, pass the Departmental Examination conducted by the Commission and complete successfully such training as may be prescribed by the Appointing Authority.

18. **Discharged or Reversion:-** (1) Where the Appointing Authority finds that the performance of duty by any member of the Service, appointed by promotion, is unsatisfactory or where he is found unfit to hold the post at any time during the period of probation, such member shall be liable to be reverted to his next lower post or grade.

(2) A member of the Service appointed by direct recruitment shall be liable to be discharged if-

(a) he/she fails to make sufficient use of the opportunities given during the training or otherwise fails to give satisfactory performance during the period of probation: or

(b) he/she fails to pass the Departmental Examination unless the Appointing Authority permits him to sit for re-examination in the subject or subjects in which he failed: or

(c) On any information received relating to his Nationality, age, health, character and antecedents the Appointing Authority is satisfied that the probationer is ineligible or otherwise unfit for being a member of the service.

19. **Seniority:-**

(1) The *interse seniority* of the members of the Service in any cadre appointed on or after 21st January, 1972 but before the commencement of these rules, shall be in order in which their names appeared in the respective lists prepared by the Commission or the Select List approved by the Commission.

(2) The interse seniority of the members of the Service appointed to different cadres after the commencement of these rules shall be in the order in which their names appear in the Merit List prepared under sub-rule (4) of Rule 12 or in the Select List approved under sub-rule (4) of Rule 10.

Provided that in any cadre, a member of the Service appointed by promotion/selection shall be senior to a member appointed by direct recruitment, where such selection fall in the same year.

(3) If confirmation of any member of the Service is delayed on account of his failure to qualify for such confirmation, he shall lose his seniority vis-a-vis such of his juniors in his cadre as may be confirmed earlier than him. His original position shall however, be restored on his confirmation subsequently.

20. **Confirmation:-** (1) Confirmation of a member of the Service in the cadre appointed by promotion shall be made according to his seniority in that cadre subject to the following conditions:-

- (a) That he has served not less than one year in the post where he is to be confirmed.
- (b) That the performance of the employee is satisfactory (to be judged on the basis of Annual Confidential Reports and other relevant records).
- (c) that there is no departmental proceeding/vigilance enquiry against him, and
- (d) Subject to availability of vacancy and that no officer holds a lien on it.

(2) Confirmation of a probationer shall be made according to his seniority in that cadre subject to the following conditions:-

- (a) that he has completed the period of probation to the satisfaction of the Appointing Authority.
- (b) that he has passed the Departmental Examination completely and successfully undergone the training courses as may be prescribed by the Appointing Authority from time to time.
- (c) that he is considered otherwise fit by the Appointing Authority, and
- (d) subject to availability of vacancy.

Provided that where a person is not given opportunity to undergo the prescribed training during the period of probation his/her confirmation shall not be held up for reasons of not successfully undergoing the said training but such person shall when called upon by the Appointing Authority and opportunity given successfully undergo the said training.

Provided further that the Appointing Authority may for good and sufficient reason's exempt a member of the service from passing any one or more of the prescribed Departmental Examination and Training and confirm his/her in the respective cadre of the Service.

21. **Gradation List:-** There shall be prepared and published annually an upto date Gradation List as on 1st January consisting of the names of all members of the Service, cadre-wise and drawn up in order of seniority and other particulars relating to the date of birth and appointment to the Service and such other details relevant to the service career shall be also indicated against each name.

22. **Increment:-** (1) The first increment admissible to a member of the service shall accrue on completion of one year from the date of his joining the post but subsequent increment shall be allowed only on his completion of the period of probation successfully.

(2) Such persons referred to in sub-rules (1) of rule 3 shall be allowed to draw increment becoming due within the period of two years from the date of commencement of these Rules but further increment shall be allowed only on their passing the Department Examination completely and on successful completion of the training courses prescribed.

(3) The pay of the member of the service on his completion of the period of probation or on passing the Departmental Examination and/or training prescribed shall be fixed at such a stage if he has been allowed his usual annual increments due but he shall not be entitled to any arrear in pay on account of

withholding due increments for the period prior to the date of his completion of the period of probation or passing the Departmental Examination and/or the prescribed training.

(4) The increment admissible to a member of the Service promoted from one post to another shall accrue on the expiry of such year as admissible under the rules.

23. **Power of the Governor to dispense with or relax any Rules:-** The Governor, if satisfied that the operation of any of the provision of these Rules causes undue hardship in any particular case or cases or results in any particular post or posts being left unfilled for want of person(s) possessing the minimum experience as specified by these Rules for promotion to such post(s) may dispense with or relax the requirement of any of these Rules to such extent and subject to such condition, as it may consider necessary for dealing with the case in a just and equitable manner, or for meeting the exigencies of public interest.
24. **Interpretation:-** If any question arises relating to the interpretation of these rules, the decision of the Government in the Tourism Department with the approval of the Personnel & A.R. Department shall be final.
25. **Repeal and Saving:-** All rules, orders or notification corresponding to and in force immediately before the commencement of these Rules are hereby repealed:

Provided that all orders made or action taken under the rules, order or notification so repealed or any action taken in pursuant thereto shall be deemed to have been validly made or taken under the corresponding provisions of these Rules.

Commissioner & Secretary to the Govt. of Meghalaya,
Tourism Department &
Chairman, Board of Governors
Food Craft Institute Tura.

SCHEDULE-I**(Rule 6)**

Serial No.	Name of Post	Time Scale Pay	Number of Posts		
			Permanent	Temporary	Total
1.	Principal	Rs. 62400/- (L-18)	01	-	01
2.	Senior Lecturer cum Senior Instructor	Rs. 49000/- (L-16)	01	-	01
3.	Lecturer cum Instructor	Rs. 45600/- (L-15)	02	-	02
4.	Assistant Lecturer cum Assistant Instructor	Rs. 42100/- (L-13)	02	-	02

**SCHEDULE- II
(RULE 7)**

Sl.No.	Name of the Posts	Method of recruitment with percentage of vacancies to be filled up in any recruitment year by direct recruitment or promotion	Direct Recruitment Educational Qualification etc. required for direct recruitment	Lower age limit	Upper age limit	Promotion Persons eligible for consideration for promotion to posts mentioned in Column 2.	Qualifications, experience Etc.	Remarks
1	2	3	4	5	6	7	8	9
1.	Principal	Promotion				Senior Lecturer-cum-Senior Instructor	Educational Qualifications: (i) Graduation from a recognised university (ii) Full time Degree / 3 year diploma in Hotel Management from National Council for Hotel Management & Catering Technology / State Board of Technical Education / Recognised University securing not less than 50% marks in aggregate. For Graduates in Hotel Management, item No. (i) is not necessary.	

2.	Senior Lecturer-cum-Senior Instructor	Promotion		Instructor in an Institute of Hotel Management affiliated to National Council for Hotel Management & Catering Technology/State Board of Technical Education/Recognised University. OR At least 15 years Hotel industry experience including minimum 5 years in Managerial capacity in 4 Star/ Heritage or above category approved hotel.		disabilities (PWDs) age is relaxable by 10 years (15 years for ST/SC)	Lecturer-cum-Instructor
							Educational Qualifications: Full time Bachelor's Degree in Hospitality & Hotel Administration / Hotel Management after 10+2 from a recognised university securing not less than 60% marks in aggregate. OR 3 year Diploma in Hotel Management from National Council for Hotel Management & Catering Technology / State Board of Technical Education securing not less than 60% marks in aggregate. Experience: At least 3 (three) years of service in the grade of Lecturer-

[illegible]

OR	<p>By Direct Recruitment</p>	<p>Educational Qualifications: Full time Bachelor's Degree in Hospitality & Hotel Administration / Hotel Management after 10+2 from a recognised university and full time Master's degree in Hospitality & Hotel Administration / Hotel Management securing not less than 60% marks in aggregate either in Bachelor's or Master's degree.</p> <p>Experience: At least 5 (five) years teaching experience in an institute affiliated to National Council for Hotel Management & catering Technology / State Board of Technical Education / Recognised University and / or hotel & catering industry.</p> <p>OR</p> <p>Educational Qualifications: Full time Bachelor's Degree in Hospitality & Hotel Administration / Hotel Management after 10+2 from a recognised university securing not less than 60% marks in aggregate.</p>	<p>Not exceeding 35 years <u>Relaxation</u> 1. Upper age limit is relaxable by 5 years for ST/SC candidates. 2. For Candidates who are already in regular Govt. Service, no upper age limit. 3. For persons with physical disabilities (PWDs) age is relaxable by 10 years (15 years for ST/SC)</p>	
----	------------------------------	--	--	--

[illegible]

[illegible]